

C O U N C I L   C O M M U N I C A T I O N

TO:        THE CITY COUNCIL  
FROM:      THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE:  
MAY 17, 1989

SUBJECT:    APPROVE NEW CLASS SPECIFICATION AND SALARY FOR CHIEF WASTEWATER  
             PLANT OPERATOR

PREPARED BY:                      PERSONNEL DIRECTOR

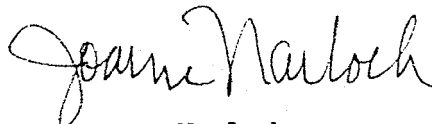
RECOMMENDED ACTION:              That the City Council approve the class specification and salary recommendation for the reallocated position of Chief Wastewater Plant Operator in the Public Works Dept.

BACKGROUND INFORMATION:          With the approval of the 1988-1989 Operating Budget, the City Council authorized the reallocation of an existing Wastewater Plant Operator II position to Chief Wastewater Plant Operator.

Attached for Council approval is the job specification for the position of Chief Wastewater Plant Operator.

The salary range recommended for this classification is \$2122.41 - \$2579.84.

Respectfully submitted,



Joanne Narloch  
Personnel Director

JN/kt

Attachments

COUNCOM4/TXTA.04P

RESOLUTION NO. 89-57

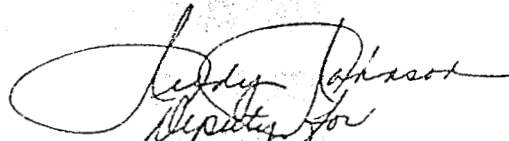
A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE CLASS SPECIFICATIONS AND SALARY RANGE  
FOR CHIEF WASTEWATER PLANT OPERATOR

RESOLVED, that the City Council of the City of Lodi does hereby approve the class specifications and salary range for Chief Wastewater Plant Operator, as shown on Exhibit A attached hereto and thereby made a part hereof.

Dated: May 17, 1989

I hereby certify that Resolution No. 89-57 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 17, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Pinkerton, Reid and Snider (Mayor)  
Noes: Council Members - None  
Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

## EXHIBIT A

May 17, 1989

### CHIEF WASTEWATER PLANT OPERATOR

#### DEFINITION

Under direction, plans, assigns, supervises, reviews and participates in operational and maintenance duties at the White Slough Water Pollution Control facility; coordinates laboratory and operating activities.

#### DISTINGUISHING CHARACTERISTICS

This is a first line working supervisor in the Water/Wastewater Division of the Public Works Department. The class is distinguished from the Wastewater Treatment Plant Supervisor who is responsible for the overall operation of the wastewater treatment plant and from other supervisors in the Division by the specialized technical knowledge and certification required to operate a Wastewater Treatment Plant.

#### SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Wastewater Treatment Plant Supervisor. Provides supervision to subordinate treatment plant operation and maintenance personnel,

#### EXAMPLE OF DUTIES:

Duties may include, but are not limited to the following:

Performs daily operational tasks in an activated sludge secondary treatment wastewater facility such as inspection and adjustments to primary, secondary and chlorination systems.

Maintains, adjusts and makes minor repairs to a variety of treatment facility equipment such as replacing pump packings and repairing chlorine analyzers.

Directs subordinate plant operations staff and assists the facility supervisor in evaluating employee work performance.

Purchases and maintains adequate inventories for chemicals, lubricants and other expendable materials.

Assists in planning future facility improvements, purchasing costly equipment and preparing budgets.

Assists in monitoring and conducting employee safety activities including tailgate meetings and technical training programs.

Maintains records such as facility logs, meter readings and preventive maintenance records.

Assists the Plant Supervisor in coordinating maintenance, landscaping and improvement work to City properties adjacent to the treatment facility.

Monitors treatment operations and makes operational decisions to ensure compliance with established wastewater discharge standards and regulations.

Reviews testing data with the facility laboratory staff for the purpose of making facility operational changes and adjustments.

Performs parameter testing laboratory work.

Conducts facility tours for school age children, community groups and government officials.

KNOWLEDGE OF:

Operation and maintenance procedures and practices in an activated sludge, secondary treatment facility including primary treatment, aeration and secondary treatment and chlorination/dechlorination systems.

Federal, State and local regulations relating to wastewater treatment.

Principles of supervision including planning, training and evaluating personnel.

Safety principles, practices and procedures.

Chemicals and materials commonly found in a wastewater treatment facility.

Laboratory procedures equipment and methods used in the analysis of industrial and domestic wastewater.

Treatment facility equipment such as pumps, electrical panels, and monitoring devices.

Basic principles of purchasing and budget control.

SKILL TO:

Operate, maintain and make minor repairs to mechanical equipment typically found in a wastewater treatment facility.

Train, direct and effectively evaluate the work of subordinates.

Perform and interpret wastewater tests.

ABILITY TO:

Understand and carry out written and oral instruction.

Assists the Plant Supervisor in coordinating maintenance, landscaping and improvement work to City properties adjacent to the treatment facility.

Monitors treatment operations and makes operational decisions to ensure compliance with established wastewater discharge standards and regulations.

Reviews testing data with the facility laboratory staff for the purpose of making facility operational changes and adjustments.

Performs parameter testing laboratory work.

Conducts facility tours for school age children, community groups and government officials.

KNOWLEDGE OF:

Operation and maintenance procedures and practices in an activated sludge, secondary treatment facility including primary treatment, aeration and secondary treatment and chlorination/dechlorination systems.

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Chemicals and materials commonly found in a wastewater treatment facility.

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SKILL TO:

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Train, direct and effectively evaluate the work of subordinates.

Perform and interpret wastewater tests.

ABILITY TO:

Understand and carry out written and oral instruction.